

Instructions for Completion of the USAID Mission Checklist
For Recipient-Contracted Financial Audit Reports

- A. This checklist should be completed for all recipient-contracted financial audits of USAID funds. The purpose of the checklist is to ensure that such audit reports include the major components required by the *Guidelines for Financial Audits Contracted by Foreign Recipients (Guidelines)* before being formally submitted to RIG/Pretoria for technical review.
- B. If each of the items on the checklist is marked “Yes,” the audit report, along with a copy of the completed checklist, should be forwarded to RIG/Pretoria.
- C. If Item 1 is marked “No,” the Mission should ensure that the auditors complete a Prequalification Questionnaire and submit it to RIG/Pretoria. If no other items are marked “No,” the audit report, along with a copy of the completed checklist, should be forwarded to RIG/Pretoria.
- D. If Item 2 is marked “No,” the Mission should inform the recipient that the audit report is late and that the recipient should ensure that future audit reports meet the nine-month deadline. If no other items are marked “No,” the audit report, along with a copy of the completed checklist, should be forwarded to RIG/Pretoria.
- E. If any of Items 3-9 are marked “No,” the audit report should be returned to the recipient for correction and re-submission by the auditors. The Mission should then complete another checklist for the revised report.

USAID Mission Checklist for Recipient-Contracted Financial Audit Reports

	Yes	No
1) The audit firm is on RIG/Pretoria's approved list.		

If the answer to Item 1 is "No," please ensure that the auditors complete a Prequalification Questionnaire and submit it to RIG/Pretoria.

2) The report will be submitted to RIG/Pretoria within nine months of the recipient's fiscal year end.		
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If the answer to Item 2 is "No," please inform the recipient that it needs to ensure that future audits meet the nine-month deadline.

3) The audit report includes a complete Fund Accountability Statement (FAS) in U.S. dollars .		
4) The audit report includes a signed Independent Auditor's Report on the Fund Accountability Statement.		
5) The audit report includes a signed Independent Auditor's Report on Internal Controls.		
6) The audit report includes a signed Independent Auditor's Report on Compliance.		

If the answer to any of Items 3-6 is "No," please return the report to the recipient for correction and re-submission by auditors.

	Yes	No	Not Required
7) The Cost Sharing Schedule, in U.S. dollars , and the signed Independent Auditor's Review Report on the Cost Sharing Schedule are included, if required. (See <i>Guidelines</i> , p. 17)			
8) The Schedule of Computation of Indirect Cost Rate, in U.S. dollars , and the signed Report on Schedule of Indirect Cost Rate are included, if required. (See <i>Guidelines</i> , p. 23)			
9) The recipient's General Purpose Financial Statements are included, if required. (See <i>Guidelines</i> , p. 22)			

If the answer to any of Items 7-9 is "No," please return the report to the recipient for correction and re-submission by auditors.

Title of audit report being reviewed

Name and position of person completing the checklist

Date